

Gretchen Brissette UMPI

UNIVERSITY OF MAINE SYSTEM LIBRARIES

Cataloging Concerns Committee Meeting  
Friday, December 8, 1989

The meeting was held in Ham Room, Memorial Union Building, at Orono. Lynn Wilcox, Chairperson, announced that Albert Howard, recording secretary, was unable to attend, as were Gloria Susie, UMFK's representative, and Anna McGrath from UMPI.

Present were: Chairperson Wilcox (UMLAW), Marilyn Lutz (UMSYS), Sheila Bearor (UMF), Gretchen Brissette (UMPI), Eva Dimond (ORO), Sam Garwood (ORO), Diane Hanscom (UMM), Priscilla Rancourt (UMA), and Susan Robertson (ORO).

The meeting started at 10 a.m.

Item 1. Comments on minutes from October 6, 1989

In reference to the third paragraph of the minutes, Susan Robertson reported that Orono does not "change obsolete headings"...this was acceptable to other members.

No further discussion and no changes to the minutes.

Item 2. Marchive Gov. Doc. load

\* Marilyn Lutz reported that this load will not be done until the Orono VACQ-PAC link is complete...

\* RLIN or any Government Documents without OCLC numbers will remain as duplicate BIB records.

\* Lynn requested an updated implementation schedule for links and loads. Marilyn agreed to provide instead, a "system status report" to show where we are for the various projects, i.e.: Law Library circulation, end of January, 1990; Presque Isle VACQ; Gov. Doc. Load, etc.

\* Susan Robertson asked how review files will be affected with changes in Gov. Doc. entries. Marilyn will provide the number range for searching for Gov. Docs., and Sam may have a file in place already. All will be informed, probably via E-mail.

\* Sam commented that there is some interest in upgrading Marchive records. It was briefly discussed and decided that other issues need to be addressed first, including the VACQ/PAC link.

Item 3. Vacq/Pac link document and further discussion

- \* Marilyn distributed a revised/simplified document, which replaces the one dated 9/25/89. This is dated 12/7/89.

Marilyn stressed some points during discussion:

After Vacq records are uploaded to Pac, de-duping is done by matching on OCLC numbers.

Vacq record numbers will be used in the ongoing operation for matching Vacq transactions to the correct URSUS Bib and attached order and checkin records.

VACQ records cannot be edited or deleted in URSUS - must be done in VACQ. Bib deletions must be done in BOTH systems.

A reminder: Use ALL CAPS for order records in VACQ

Some other points which were discussed -- which fall under Agenda Item 5. Serials Standards and agreements:

Suppression codes

Document's #3, second paragraph was questioned...must Bib records which are deleted in Vacq also be deleted in URSUS? (some checking to be done for verification)

Document's #4, Sam questioned whether placing a CATDATE in the URSUS bib record would suppress subsequent order records. This prompted much discussion. Marilyn is going to suggest appropriate option.

Serial holdings:

The committee divides its serials into "Periodicals" meaning unclassified, and "Serials" meaning classed.

AGREED: ALL CURRENTLY RECEIVED PERIODICALS AND SERIALS (i.e. having a bib record and a checkin record in the VACQ) will have their holdings reported in the LIB HAS field of the checkin record, NOT in the bib record on URSUS.

AGREED: A DEAD SERIAL means the title is NO LONGER PUBLISHED.

In URSUS, a dead serial will have:

- a. A bibliographic record with the collation and imprint closed.
- b. No checkin, and at least one item record.
- c. LIB HAS in the 85x as previously defined in the Standards Document. LIB HAS fields in the bibliographic record will be arranged in alphabetical order by holding library.

AGREED: IF A LIBRARY HOLDS PART OF A TITLE WHICH IS STILL BEING PUBLISHED...AND THE LIBRARY NO LONGER RECEIVES IT:

- a. Other libraries currently receiving that title will report their holdings in the LIB HAS field of their checkin record. The holdings of the library which no longer receives the title will be reported in the 85x field in the bibliographic record as defined in the standards document.
- b. If none of the holding libraries currently receive the title, but it is still being published...all holding libraries report their holdings in the 85x field of the bibliographic record.

IN EITHER CASE - - - THE COLLATION AND IMPRINT REMAIN OPEN UNTIL SUCH TIME AS THE TITLE CEASES BEING PUBLISHED.

AGREED: IF A TITLE HAS A SERIAL RECORD IN THE NATIONAL BIBLIOGRAPHIC UTILITY, HAS ONLY ONE UNIQUE TITLE, AND IS PUBLISHED REGULARLY...THE TITLE WILL BE REPRESENTED BY A SERIAL RECORD TO BE SHARED BY ALL LIBRARIES HOLDING THAT TITLE, WHETHER OR NOT THEY SUBSCRIBE TO IT AS A SERIAL.

Libraries which subscribe to such a title as a serial will report holdings in the LIB HAS in the VACQ record. Libraries holding scattered issues, but not maintaining a checkin record, will report holdings in the 85x or as attached item records - whichever is most efficient and convenient.

Item 5 a. How to handle works that some libraries catalog as separates or as a volume of a series: Lynn will draft a statement for consideration by the committee, to become a policy.

Item 5c. Document agreement to use single record for serials held in more than 1 format...

It was decided that we need documentation of whatever decision is made to attach both formats to the same Bib record. We are to print examples of this from URSUS...to use in the decision process.

The importance of minimum standard records, using US Marc was stressed.

Items 6a and 6b were tabled. More revisions will be made to the "Rules Governing Vacq/Pac Link" re: successive vs. latest and separate vs. shared Bib records for serials.

Item 6c. What to do when 1 library discovers title change for serial title held by more than 1 library:

It was agreed to, out of courtesy to other librarians, call the libraries involved and notify them of any changes.

ADDITIONAL ITEMS FOR DISCUSSION (Previously submitted to Lynn in response to her request/invitation for such)

\*\*Who makes changes in subject headings from Cataloging Service Bulletin?

New headings are shared between Eva Dimond (ORO) and Albert Howard (USM).

\*\*All catalogers authorized to do Global Updates may do so.

\*\*Database Security concerns...Circulation staff have access to editing mode when doing Reserves...Passwords should not be shared...Need to raise consciousness about serious nature of security ...Marilyn will eliminate generic passwords...and will initiate quarterly notices for all users to change passwords.

\*\*Authority records downloaded from OCLC do not have "i" in the 001 field to allow for subdivision of a heading geographically.

Marilyn says this has been fixed in the new release.

\*\*Item status field will be prompted in the system, as Item Type is.

\*\*Lynn asked if anyone had interest or objections to looking into teleconferencing some/all of the Cataloging Concerns Committee meetings. Some are much in favor, none were totally opposed...Lynn will get information about the process, costs, possible savings in time/travel and \$\$ for further discussion.

NEXT MEETING IS SCHEDULED FOR March 9, 1990, in Auburn Hall, 107 Maine Avenue, Bangor...with March 16 as a "snow date" if necessary.

\*\*\*\* A SPECIAL REQUEST...From the committee...To the committee:

Please, if you are not able to attend a meeting, try to have an alternate staff member attend in your place, you are missed - and input from your library is missed and much needed to accomplish this committee's mission.

Meeting adjourned at 2:50 p.m.

Respectfully submitted,  
Priscilla Rancourt  
(Please be well next time, Albert)